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PART I

IMPORTANT GOVERNMENT ORDERS

EDUCATION SECRETARIAT

Sanctions enhanced rate of Dearness Allowance to training substitutes appointed in place of Government primary school teachers under training at the same rate as is admissible to teachers on the lowest scale at an extra cost of Rs. 80,000 per annum from 1st July 1946.

READ—

Government Order No. E. 3686-7—Edn. 92-41-30, dated 23rd March 1943, sanctioning the payment of an allowance of Rs. 15 per month to the training substitutes in place of Government Primary School Teachers under training in V. T. C. Classes.

2. Government Order No. E. 5947-8—Edn. 42-42-104, dated 27th May 1944, sanctioning the payment of Dearness Allowance to the training substitutes and employees of Government Hostels, Municipal High Schools, Aided Institutions under private management and Sanskrit Pathasalas in the State.

3. Letter No. Pl. 3640-510—45-46, dated 20th August 1946, from the Director of Public Instruction in Mysore, stating that the training substitutes appointed in place of Government Primary School Teachers deputed for training in the V. T. C. Classes are at present paid Dearness Allowance at the rate of Rs. 3 per month while the leave substitutes and temporary teachers in Primary Schools are paid Dearness Allowance on the same scale as other Government employees ranging from Rs. 12 to Rs. 15 per month; that they are drafted from the same approved list issued by the Public Service Commissioner and possess the same qualification and do the same work as the latter, and that it is equitable to treat them as others in regard to Dearness Allowance and recommending sanction for the payment of Dearness Allowance ranging from Rs. 12 to Rs. 15 per month to the training substitutes also with effect from 1st July 1946, involving an extra cost of about 80,000 (Rupees eighty thousand only) per annum.

ORDER No. E. 4334-35—Edn. 28-46-23, DATED BANGALORE, THE 9TH DECEMBER 1946.

The recommendation of the Director of Public Instruction in Mysore is sanctioned. The expenditure for the current year will be met from General Savings of the departmental budget for the year.

K. THIPPERUDRAIAH, *Edn. Secy.*

Issues orders *re.* the revision of certain "statements and form of application" for Recruitment to the Subordinate Services of Government.

READ—

Government Order No. E. 1103-1200—R. & P. S. 14-43-2, dated 31st August 1943, relating to the revision of certain forms and discontinuance among others Statement "D" in use in the Office of the Public Service Commissioner for Mysore.

2. Letter No. 5612, dated 17th April 1946, from the Public Service Commissioner, stating that the questionnaire in the existing forms A, B and E are not exhaustive enough to facilitate his office to verify at first sight vacancies to be advertised or appointments made, both interim and otherwise, and to check irregularities promptly and requesting approval of Government to the revised A, B and E Statements and form of application for appointment.

3. Unofficial Note No. P. C. 9, dated 8th July 1946, by the Secretary, Press Committee, suggesting that the headings of the forms may be printed one below the other, as the vertical printing reduces the use of paper to the minimum without causing any inconvenience.

4. Unofficial Note No. 7, dated 23rd August 1946 by the Public Service Commissioner, stating that there is no objection to the printing of the forms in the manner suggested by the Secretary, Press Committee, provided the entire matter is printed on one side.

ORDER No. E. 4454-520—R. & P. S. 70-45-3, DATED BANGALORE, THE 13TH DECEMBER 1946.

In view of the discontinuance of Statement "D" referred to in the Government Order dated 31st August 1943 read above, the Statement "E" will hereafter be treated as Statement "D."

The Statements A, B and D and the form of application for appointment are revised and appended hereto.

The Superintendent, Government Printing, is requested to have the forms printed as suggested by the Secretary, Press Committee, the entire matter being brought on one side and supplied to all the Unit Officers on indent.

K. THIPPERUDRAIAH, *Edn. Secy.*

ANNEXURE.

STATEMENT "A"

List of Vacancies that have occurred in the offices under the control of the Unit Office of.....

1	2	3	4	5	6	7	8	9
Serial number as registered in the concerned vacancy register for this series	Date of occurrence of the vacancy	Designation and Class (I or II or III) of the vacant appointment and the office in which the vacancy has occurred	Date on which the report of the vacancy was received in the Unit Office	Reasons for delay, if any, in not reporting the vacancy within 15 days of its occurrence to the Public Service Commissioner	Duration of the vacancy (Probable period to be mentioned if temporary)	Whether the vacancy is proposed to be filled up or not (reasons to be given in the latter case)	If the vacancy is to be filled up, whether by direct recruitment or by seriatim promotion, releasing the last place in the same kind and class of appointment for direct recruitment; in the latter case, reasons to be mentioned.	Designation and pay of the released appointment (referred to in Column 8) to be filled up by direct recruitment

10	11	12	13	14	15	16	17	18
Whether the vacancy is, on classification, a general or a special one. If former, particulars of three/two previous special vacancies in the same series taken into account for treating this vacancy as general to be furnished, together with the serial numbers of the special vacancies as advertised in the *Mysore Gazette* and as registered in the vacancy register concerned.	Whether the vacancy is to be filled up after/without advertisement; reasons to be furnished in the latter case and the "B" Statement together with the application of the candidate appointed in the prescribed form should accompany	Qualifications prescribed or required of candidates	If the qualifications proposed are at variance with those prescribed, reasons for deviation to be furnished	If the vacancy is to be re-advertised, the serial number of the vacancy and the date of the *Mysore Gazette* in which it was last advertised to be noted	Whether any compensation is due for treating this General/Special vacancy as Special/General in the same class and kind, and if so, particulars to be furnished, and if not, "NIL" to be entered.	Whether the vacancy is filled up temporarily, pending advertisement or selection without advertisement, and if so, the date of temporary appointment and particulars of the candidate/candidates so appointed be furnished, and if not, "NIL" to be noted	In case the temporary appointment made (column 16 above) is not in conformity with the Rules of Recruitment, whether the previous approval of competent authority has been obtained, and if so, a copy of such authority to be appended, and if not, reasons for such deviation to be furnished	Remarks

STATEMENT "B"

Statement showing the appointments made in the offices under the control of the Unit Office of.....

1	Name of office
2	Serial numbers of the vacancy as advertised in the *Mysore Gazette* and as registered in the vacancy register concerned
3	Designation, pay and class (I or II or III) of the appointment
4	Date of occurrence of the vacancy
5	Duration of the vacancy (if temporary, probable period to be mentioned)
6	Date of report of vacancy to the Public Service Commissioner
7	Whether vacancy is, on classification, a general or a special one; if former particulars of the three/two previous special vacancies in the same class and series taken into account for treating this vacancy as general to be furnished, together with the serial numbers of the special vacancies as advertised in the *Mysore Gazette* and as registered in the vacancy register
8	Whether the vacancy is filled up by appointing a candidate without advertisement/re-advertisement, and if so, an application of the candidate appointed in the prescribed form together with reasons and a copy of the authority to be furnished
9	Whether the vacancy has been advertised/re-advertised, and if so, the number of applications received in response to advertisement/re-advertisement of the vacancy (i) From Brahmin candidates (ii) From Backward communities

10	Date on which the applications were received from the Public Service Commissioner
11	(a) The name of the candidate selected and his serial number in the list of applications forwarded by the Public Service Commissioner (b) If another candidate from the same list is subsequently selected for this vacancy after the above candidate joins duty, information regarding the cause of vacancy and whether it has occurred within 45 days of appointment of the candidate in column (a) also to be furnished
12	Date on which the candidate reported himself for duty. Number and date of Memo or order of appointment issued to the candidate also to be furnished
13	The community or caste to which the candidate belongs
14	Reasons for delay, if any, in not making/reporting the appointment within 15 days from the date of receipt of applications
15	In case the appointment is not made in the serial order of the list of applicants in respect of the general vacancy/in the order of preference of communities suggested by the Public Service Commissioner in regard to the special vacancy, reasons for deviation to be furnished
16	Whether the vacancy has been filled up as an interim measure for the urgent conduct of work pending regular appointment of a candidate after or without advertisement, and if so, the date of appointment and particulars of the candidate/candidates temporarily appointed to be furnished
17	In case the temporary appointment referred to in column 16 is not in conformity with the rules of recruitment, reasons to be furnished, together with a copy of the order, if any, permitting this deviation
18	Remarks

STATEMENT "D"

Statement showing the particulars of (i) the vacancy that has occurred and (ii) the appointment mad thereto from the Approved Lists, in the Unit Office of .....
Kind of appointments.....Class of appointments (I or II or III).....

1	2	3	4	5	6	7	8	9	10

The serial number registered in the concerned vacancy register for this series	Date of occurrence of the vacancy	Designation, pay and class (I or II or III) of the appointment that has fallen vacant and the name of the office in which the vacancy has occurred	Date on which the report of vacancy was received in the Unit Office	Duration of the vacancy (if temporary, probable period to be mentioned)	Whether the vacancy is filled up or not filled up; reasons to be given in the latter case	If filled up, whether the appointment is made by direct recruitment or by seriatim promotion within the same kind or class, releasing the last appointment for being filled up as per rules. In the latter case, reasons to be assigned.	Designation and pay of the released vacancy referred to in column 7	If filled up by promotion, particulars of two previous vacancies made available for direct recruitment in the same class and series of appointments, together with particulars of candidates appointed therein from the approved lists to be furnished	If by direct recruitment, whether the vacancy is classified as general or special; in the former case, particulars of the three/two previous special vacancies in this series filled up from the approved "B" list, should be noted

11	12	13	14	15	16	17	18	19	20

Name of the candidate appointed, community or caste, qualification and the number and date of the Public Service Commissioner's Notification issuing the approved list and the serial number of the candidate	Date on which the candidate reported himself for duty. Number and date of the appointment order issued to the candidate also to be noted	Whether an interim arrangement was made for the urgent conduct of work pending appointment of the candidate from the approved list, and if so, particulars as to the date of appointment, the name, caste, qualifications and age of the candidate/candidates so appointed to be furnished, and if not "NIL," to be noted	In case the interim arrangement referred to in column 13 is irregular under the Rules of Recruitment, whether it was made after the previous approval of the competent authority and if so, a copy of such authority and if not, reasons for the deviation, to be furnished	Delay, if any, in not filling up the vacancy on its occurrence by appointing candidate from the approved list should be explained	Delay, if any, in not forwarding the statement promptly as soon as the appointment was made from the approved list should be explained	Whether any compensation is due for treating this General/Special vacancy as Special/General in the same class and kind, and if so, particulars to be furnished, and if not "NIL" to be noted	In case the appointment is not made in the serial order in the approved list, reasons for deviation should be explained	If more than one candidate from the approved list is appointed in one and the same vacancy, the circumstances that led to the same should be explained, together with the particulars of the candidates concerned and the duration of appointment of each candidate	Remarks

Application for Reaitment to the Subordinate Services of Government of Mysore.

Serial number.....
(in the case of a post advertised in the *Mysore Gazette.*

To

The Public Service
Commissioner for Mysre,
Ingalore.

Sir,

In response to the advertisement notification in the *Mysore Gazette*, dated.....inviting applications for.....
.....I beg to submit is application, in duplicate, for the appointment of ....
or (for the said post). I declare thatne particulars contained hereunder are true and correct.

I beg to remain,
Sir,
Your most obedient servant,

Place .....
Dated .....

Applicant.

1. Name in full	
2. Postal address (change of addss should be immediately communicated to the Publicervice Commissioner) ...	
3. Date of birth and age, last bihday	
4. Place of birth (state village ctown, taluk and district)	
5. Whether Mysorean by bih or domicile; if latter, a certificate from a Gazeed Officer of the Mysore Government, whether in svice or retired, stating the grounds for the claim shold be enclosed ...	
6. Name of father or guardian	
7. Occupation of father or gurdian	
8. Community and caste	
9. Qualifications :—	
(*a*) General	
(*b*) Professional and Technical. (Full particulars regarding the subject or subjects, the class and the year of passin the examination, the institution and the classin which last studied and the date of discontinance of such studies should be furnished. Copie of certificates to be attached. Applications recived without furnishing the required particulars are liable to be rejected) ...	
(*c*) Other practical experience and knowledge besides (*a*) and (*b*) above. (Full particulars regarding this should be furnished)	
10. Whether the applicant knows Kannada; if so, a specimen of his hand-writng in Kannada may be enclosed.	

11. Whether the applicant is in service, and if so, whether he has been appointed in accordance with the Rules of Recruitment or only as a local candidate on a temporary basis. Full particulars regarding the date of present appointment, the designation of the appointment, superior or inferior service, salary and the department in which he is at present employed, should be clearly furnished		
12. Whether the applicant has already been enlisted in the approved list of any unit and is awaiting appointment. If so, full particulars regarding the approved list ("A" or "B") serial number therein, year, kind and class of appointment and the name of the Unit Office should be given.		
13. Details of previous service, if any, under Government and the reason for its termination. If previously recruited in accordance with the rules of recruitment, the serial number and the year of the vacancy or of the order of appointment should be mentioned ...		
14. Appointment sought for and the minimum pay expected. NOTE.—This need not be filled up in case the application is made with reference to an advertised post.		
15. The place or district and the department or office in which appointment is sought for		
16. Other particulars, if any, which the applicant wishes to state		

Memo No. .....,.....

Office of the .....

Place .....

Dated .....

Forwarded, with compliments, to the Public Service Commissioner for Mysore, Bangalore .....
.....Particulars mentioned by the candidate in all the columns, particularly column 11, of his application have been scrutinised and I certify that they are correct.

Unit Officer.

N.B.—This memo form shall be filled in only by the Unit Officer in whose Unit the candidate is at present employed.

Instructions to Candidates.

1. Application should be written in candidates's own hand.
2. An application which is not filled in properly or not accompanied by the required enclosures or not sent in duplicate will be rejected without intimation.
3. The candidate who was or is in service should also furnish all particulars required in columns 11—13 of his application and forward the same in duplicate through the Unit Officer; otherwise it will not be considered.
4. Only true copies of certificates, testimonials, etc., should accompany, which will not be returned.